

# Vacation Overage Conversion General Instructions

## Vacation Overage: Transfer Up to 40 Hours to Sick Leave

If you have classified Executive Branch employees whose vacation leave balances are over the maximum at the end of the fiscal year, you will need to use the timesheets for the pay period ending June 11, 2011 to transfer those vacation hours (up to 40 hours) to sick leave.

This transfer of vacation hours to sick hours is based on Kansas Administrative Regulation (K.A.R.) 1-9-4 [www.da.ks.gov/ps/documents/regs/art-9.htm#1-9-4](http://www.da.ks.gov/ps/documents/regs/art-9.htm#1-9-4) and was effective June 4, 2004. If you have unclassified employees who follow Executive Order 04-13, this also applies to them. These instructions do not apply to those unclassified employees who do not follow Executive Order 04-13.

In order to determine if you have any employees over the maximum vacation leave balance, you should generate the Vacation Leave Overage report (Time and Leave Users Navigation: Time and Leave > Reports > Vacation Leave Overage; Time and Labor Users Navigation: Time and Labor > Reports > TL Vacation Leave Overage). This is an on-line SHARP agency run report, which you may generate anytime during SHARP business hours.

The Vacation Leave Overage report will allow you, at a glance, to see who in your agency has a vacation leave balance that is higher than the maximum. The report lists unique employee information, including the Vacation Leave Overage Hours.

Once you print the report, you will then need to subtract leave taken the last pay period of the fiscal year, if applicable, and vacation leave donated to shared leave, if applicable, that isn't yet reflected in the leave balance from the Overage Hours. Time and Leave agencies: Once you have this figure, you then access the employee's last timesheet of the fiscal year and enter the SLA\* earnings code and the number of hours that should be transferred to sick leave (up to 40 hours). This figure does not have to be in quarter hour increments.

**\*Time and Labor agencies: Do not use SLA, instead please use Time Reporting Code (TRC) "VOTTS" (FYE Vac Overage XFR to Sick) Note: The VOTTS TRC will display as VOTTS on Payable Time, but will display as SLA on Payroll Tables/reports).**

After you enter the SLA or VOTTS row to the timesheet, turn on the OK to Process? checkbox and save your entry (Time and Labor agencies click Submit and approve Payable Time once the hours display there). The hours listed under the SLA/ VOTTS earnings code/ TRC will increase the sick leave balance by those hours during the final accrual of the fiscal year.

During the final accrual of the fiscal year, the vacation balance is reduced to the maximum allowed by K.A.R. 1-9-4. This will continue to occur. The accrual for the last pay period of the fiscal year is added to the vacation leave balance AFTER the leave has been reduced to the maximum. The accrual amount for the last pay period of the fiscal year is not forfeited until the end of the next fiscal year.

The detailed instructions document, Vacation Overage Conversion Detailed Instructions, that describe when and how to figure the overage and enter the SLA or VOTTS row in the timesheet are located at the SHARP Customer Service Documents Website page: [www.da.ks.gov/sharp/documents/](http://www.da.ks.gov/sharp/documents/)